XAVIER UNIVERSITY VISA EXPENSE REPORT

BER02

(To be attached to Request for Check for Xavier direct pay credit card payments)

This form, with attached documentation, is required to be submitted with check requests for Xavier credit card payments. This action is necessary to fulfill IRS and audit requirements. Please print or type the form and attach only ORIGINAL receipts. Photocopies of receipts are NOT acceptable. Period From_____ To_____

NAME EXT. DEPT ML#

When entertaining, the IRS requires that the expense directly precede, include or follow a substantial bonafide business discussion. A business benefit must be derived or be expected to be derived from the entertainment. Failure to submit sufficient documentation and original receipts could result in taxable income to the employee. Under these guidelines, all employees are required to substantiate, in detail, all expenses including the following:

SECTION A: Travel Expenses Incurred

Date	Travel Destination From	To	Airfare	Rental Car	Gas for Rental Car	Lodging	Breakfast	Lunch	Dinner	OTHER EXPENSES Brief Explanation	Amount	DAILY TOTAL EXPENSE
SUBTOTAL												

SECTION B: Business Meals and Entertainment

Date	Dining Establishment	Nature of Business Conducted	Names of All Present	Business Affiliation of Guests	Amount
TOTAL					

I certify this expense report is a true and accurate accounting of expenses incurred on authorized University or grant approved business and are fair charges against Xavier University. Amounts not approved or considered excessive by the University are authorized to be deducted.

TOTAL PAYMENT REQUESTED
(Subtotal Section A + Subtotal Section B)

This amount should equal the amount requested on Request for Check form.

ORIGINAL SIGNATURES REQUIRED

Approval:

Signature_____ Date_____ Immediate Supervisor_____ Date_____

ORIGINAL RECEIPTS MUST ACCOMPANY THIS REPORT FOR ALL ITEMS LISTED